

# Shared Facility Availability Notification

Date: [Insert Date]

Dear Residents,

We hope this message finds you well. We would like to inform you about the availability of shared facilities for all housing occupants. The following amenities are currently accessible:

- Community Lounge - Available daily from 9 AM to 10 PM
- Swimming Pool - Open from 8 AM to 8 PM (weekends only)
- Gym Facility - Weekdays from 6 AM to 10 PM
- Barbecue Area - Reservations required, available from 4 PM to 10 PM

Please ensure that you adhere to the cleanliness and usage guidelines while utilizing these facilities. We appreciate your cooperation in maintaining a pleasant living environment for everyone.

For any questions or concerns, feel free to reach out to the management office.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Property Management Name]